

**SAMPLE LETTER**  
**Initial Probationary Employee**  
**From the Agency Appointing Authority**

**DATE**

**EMPLOYEE'S NAME**  
**ADDRESS**

Dear **[EMPLOYEE'S NAME]**:

This letter serves as official notice of your dismissal from the **[DEPARTMENT OR AGENCY NAME]** effective **[ACTUAL DATE]**.

As an initial probationary employee with this department, you are unable to appeal this separation through the appeal process pursuant to the Rules of the Department of Human Resources, Chapter 1120-11. You will receive a lump sum payment of your annual or compensatory time to your credit. You will be required to turn in your **[STATE ISSUED PROPERTY, E.G., KEYS, CELL PHONE, ID CARD/BADGE]** and any other property belonging to state government before you leave the office today.

If you have any questions or need additional information, you may contact **[HUMAN RESOURCES DIRECTOR OR OTHER APPROPRIATE CONTACT]** at **[TELEPHONE NUMBER]**.

**[CLOSING AND APPOINTING AUTHORITY SIGNATURE]**

cc: Commissioner, Department of Human Resources